

# THE JUST SAY NO! TOOL

More important than a to do list is the ability to say NO. This exercise will help you find out what you should NOT be spending time on and help you either automate them, delegate them or eliminate them!.

Name:

Date:

What actions and what things do you spend time on that don't serve growth, greater income, empowerment, your higher power, your family or a bigger future?

## LIST THE ACTIONS THAT YOU SPEND TIME ON

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

## MARK ONE OF THE FOLLOWING FOR EACH

- |     |                                   |                                   |                                |
|-----|-----------------------------------|-----------------------------------|--------------------------------|
| 1.  | <input type="checkbox"/> Automate | <input type="checkbox"/> Hand Off | <input type="checkbox"/> Stop! |
| 2.  | <input type="checkbox"/> Automate | <input type="checkbox"/> Hand Off | <input type="checkbox"/> Stop! |
| 3.  | <input type="checkbox"/> Automate | <input type="checkbox"/> Hand Off | <input type="checkbox"/> Stop! |
| 4.  | <input type="checkbox"/> Automate | <input type="checkbox"/> Hand Off | <input type="checkbox"/> Stop! |
| 5.  | <input type="checkbox"/> Automate | <input type="checkbox"/> Hand Off | <input type="checkbox"/> Stop! |
| 6.  | <input type="checkbox"/> Automate | <input type="checkbox"/> Hand Off | <input type="checkbox"/> Stop! |
| 7.  | <input type="checkbox"/> Automate | <input type="checkbox"/> Hand Off | <input type="checkbox"/> Stop! |
| 8.  | <input type="checkbox"/> Automate | <input type="checkbox"/> Hand Off | <input type="checkbox"/> Stop! |
| 9.  | <input type="checkbox"/> Automate | <input type="checkbox"/> Hand Off | <input type="checkbox"/> Stop! |
| 10. | <input type="checkbox"/> Automate | <input type="checkbox"/> Hand Off | <input type="checkbox"/> Stop! |

1. What are the top 3 actions that move the needle the most in my life?

2. What are the top 3 things I must eliminate first in my life?

# THE JUST SAY NO! TOOL

*Example*

Name: Jane Austen

Date: 01/01/2021

What actions and what things do you spend time on that don't serve growth, greater income, empowerment, your higher power, your family or a bigger future?

## LIST THE ACTIONS THAT YOU SPEND TIME ON

1. Long unstructured meetings
2. Going to home depot
3. Answering voicemails
4. Mowing my lawn
5. Fixing little things in my house
6. Grocery shopping
7. Creating brochures
- 8.
- 9.
- 10.

## MARK ONE OF THE FOLLOWING FOR EACH

- |     |  |  |   |
|-----|--|--|---|
| 1.  | <input checked="" type="checkbox"/> Automate | <input type="checkbox"/> Hand Off            | <input type="checkbox"/> Stop!            |
| 2.  | <input type="checkbox"/> Automate            | <input checked="" type="checkbox"/> Hand Off | <input type="checkbox"/> Stop!            |
| 3.  | <input type="checkbox"/> Automate            | <input type="checkbox"/> Hand Off            | <input checked="" type="checkbox"/> Stop! |
| 4.  | <input type="checkbox"/> Automate            | <input type="checkbox"/> Hand Off            | <input type="checkbox"/> Stop!            |
| 5.  | <input type="checkbox"/> Automate            | <input type="checkbox"/> Hand Off            | <input type="checkbox"/> Stop!            |
| 6.  | <input type="checkbox"/> Automate            | <input type="checkbox"/> Hand Off            | <input type="checkbox"/> Stop!            |
| 7.  | <input type="checkbox"/> Automate            | <input type="checkbox"/> Hand Off            | <input type="checkbox"/> Stop!            |
| 8.  | <input type="checkbox"/> Automate            | <input type="checkbox"/> Hand Off            | <input type="checkbox"/> Stop!            |
| 9.  | <input type="checkbox"/> Automate            | <input type="checkbox"/> Hand Off            | <input type="checkbox"/> Stop!            |
| 10. | <input type="checkbox"/> Automate            | <input type="checkbox"/> Hand Off            | <input type="checkbox"/> Stop!            |

1. What are the top 3 actions that move the needle the most in my life?

*When I am persuading people to action, when I am creating new courses, when I am nurturing new partnerships.*

2. What are the top 3 things I must eliminate first in my life?

*Fixing little things around my house, Long unstructured meetings, Answering Voicemails.*